

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
To (Submitted to the Records Management Division
Hall of Records Commission

SCHEDULE
NO. 338

PAGE
NO. 1.

1. Requesting Agency

HALL OF RECORDS COMMISSION

2. Division or Bureau of Requesting Agency

General Administration

3. Authorization Requested (Check only one of the squares below).

☐ **A** Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

☒ **B** Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

☐ **C** Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

| 4. Item No. | 5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period. | 6. Recommendation of Hall of Records and Board of Public Works. |
|-------------|---|---|
|-------------|---|---|

1. **MINUTE BOOKS**

Size: 11 $\frac{1}{2}$ " x 10" x 1 $\frac{3}{4}$ "
Dates: 1935 - -
Quantity: 2 volumes
File Arrangement: Chronological

The Minutes of the Hall of Records Commission summarize proceedings on matters relating to the administration and operation of the Hall of Records giving dates of meetings, members present and a summary of business transacted. Minutes are typewritten and arranged chronologically in loose-leaf binders.

RECOMMENDATION: RETAIN PERMANENTLY.

2. **DAILY LOG BOOKS**

Size: 5" x 8" x $\frac{1}{2}$ "
Dates: 1947 - -
Quantity: 12 volumes ($\frac{1}{2}$ cubic foot)
File Arrangement: Chronological

A daily log of telephone calls and personal visits is maintained for the Archivist and Records Administrator in bound "appointment books" which show the date of the conversation, the hour, the name of the person, and in some instances a summary of the subjects discussed. Information concerning important visits is summarized in the printed annual report.

RECOMMENDATION: RETAIN PERMANENTLY.

7. Agency, Division or Bureau Representative

Morris S. Radloff

Archivist & Records Administrator

1/9/1959

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

1/9/1959

Date

Morris S. Radloff

Archivist

Date

Ludwig G. Schubert

Secretary

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|-------------------|---|---|
| 3. | <p><u>STAFF REPORTS</u></p> <p>Size: 8½" x 13" Dates: 1935 - - Quantity: 1 box and folders (½ cubic foot) File Arrangement: Chronological</p> <p>This file is composed of original departmental monthly and annual staff reports from which the annual report is prepared for publication. Reports for the period 1935-1947 have been retained in a separate staff report file. Reports since 1947 have been filed in the General File (Item 4). The detailed information in the monthly reports is not necessarily published. The recommendation below does not apply to the copies of the reports which are retained at departmental level. These reports are considered non-record within the meaning of the statute governing non-record material (Art. 41, Sec. 179, Annotated Code of Maryland, 1957 Edition).</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 4. | <p><u>GENERAL FILE</u></p> <p>Dates: 1935 - - Quantity: 2 file drawers, 76 boxes (total 29 cubic feet) File Arrangement: Chronological and alphabetical by name of subject therein Index: Alphabetical and by subject</p> <p>The General File is the Hall of Record's fiscal, personnel, and general administration file. The fiscal and personnel portions of the file are described elsewhere in the schedule as Accounting Records (Item 10) and Personnel Administration Records (Item 5). The portion of the file devoted to general administration consists largely of correspondence with individuals, State and county agencies, and professional organizations and societies. Prior to 1948 all correspondence, even that relating to requests for information or publications, was retained within the same file. From 1948 to date all correspondence concerned with requests has been filed separately from correspondence of a more general nature. The recommendation below applies both to general correspondence and requests for information.</p> <p>RECOMMENDATION: RETAIN PERMANENTLY.</p> | |
| 5. | <p><u>PERSONNEL ADMINISTRATION RECORDS</u></p> <p>These records, filed for convenience in the General File (Item 4), consist of forms and correspondence which relate to the Hall of Record's personnel administration. The majority of the material either has been received from or copies have been sent to the Commissioner of Personnel, the State Retirement System, or the Central Payroll Bureau. Specific types of material include the</p> | <p><i>See General File</i></p> |

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6. Recommendation of Hall of Records and Board of Public Works.

following:

Retirement System - Form ERS 6, Certification of rate and contributions; printed reports; form letters

Commissioner of Personnel - Personnel change forms (SEC 109) correspondence related to grading and classifying personnel; instructional material; loyalty pledges (all staff members)

Central Payroll Bureau - change of address, cut-off notices

The recommendation below applies to all material in the file with the exception of loyalty pledges which are to be retained permanently.

RECOMMENDATION: RETAIN WHILE CURRENT AND THEN DESTROY, PROVIDED THAT THE RECORDS ARE AT LEAST THREE YEARS OLD.

6. CASH RECEIPTS DAY BOOK (CASH RECEIPTS DAY JOURNAL)

Size: 6" x 8" x $\frac{1}{2}$ "

Dates: 1938-1942, 1945 - -

Quantity: 10 volumes ($\frac{1}{2}$ cubic foot)

File Arrangement: Chronological

Audit: State

The Day Book shows the date of billing, the name of the institution or individual billed, the bill number, the amount, and the date of payment. Entries are transferred from this record to the Cash Receipts Journal, a permanent book of account.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

7. RECORD OF EXPENDITURE

Dates: 1940-41, 1943-44

Quantity: 1 volume

File Arrangement: Chronological

Annual Accumulation: Discontinued

Audit: State audit

This is a discontinued record of expenditures made during each fiscal year showing the name of the payee, the account number, and the amount of the expenditure. Such entries are now posted directly to the General Ledger, a permanent record.

RECOMMENDATION: DESTROY ACCUMULATION.

Richard H. H. H.

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6. Recommendation
of Hall of Records
and Board of Public
Works.8. RECORD OF EMPLOYEES' SALARIES AND PAYROLL LEDGER

Size: 9" x 12" x 1"

Dates: 1936 - -

Quantity: 4 volumes

File Arrangement: Chronological

A volume titled "Record of Employees' Salaries" was maintained for the period 1936-1942. In addition to payroll information, this volume contains a record of sick and vacation leave (1935-1939) and a record of employer appointments (1935-1942).

The later series of record books titled "Payroll Ledgers" (1943 - -) contain records of personnel and payrolls arranged by program giving under the name of each employee, the date, the amount paid with totals for each pay period carried forward. This information also appears in the General Ledger by program and object.

RECOMMENDATION: RETAIN PERMANENTLY.

9. OPENING JOURNAL ENTRIES

Dates: 1944-1952

Quantity: 1 volume

File Arrangement: Chronological

Annual Accumulation: Discontinued

This is a discontinued record of the budget accounts and amounts assigned to each account by fiscal year. This volume includes the Payroll Journal, 1945-1955.

RECOMMENDATION: RETAIN PERMANENTLY.

10. ACCOUNTING RECORDS

Dates: 1935 - -

Quantity: 1 file drawer, 8 volumes, 230 file folders,
2 boxes, 12 bundles (total 17 cubic feet)

File Arrangement: Chronological

Annual Accumulation: 2 cubic feet

Disposable Amount: 11 cubic feet

Audit: State

This item includes all standard accounting forms used by State agencies as supporting data to the final book of entry. Permanent books of account to be retained permanently are: General Ledger, 1936 - -, and Cash Receipts Journal, 1945 - -. Specifically the supporting records are:

Comptroller of the Treasury

Form No.

Memorandum of Adjustment

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P-1-S Distribution of Charges
E-1 and E-1/2 Transmittal
DD-1 Certificate of Deposit and Bank Deposit Slip
R-2 (formerly MR-2) Monthly Report of State Funds Collected and
Deposited
Distribution of Unexpended and Obligated
Balances
Monthly Statement of Balances

Purchasing Bureau (Department of Budget and Procurement)

1-A Requisition for Supplies
47-A Purchase Order
100-16 Out-of-Schedule Requisition for Supplies
39-A and 40-A Stores Requisition
CF-2 Copy of Contract Awarded
CF-1 Capital Fund Requisition for Equipment
100/24 Actual Emergency and Repairs Report
27-A Copy of Contract Awarded
CF-3 Copy of Contract Awarded
Delivery Invoice
26-A Notice of Award of Contract
52 Credit Memorandum
51 Report of Partial Delivery

Budget Bureau (Department of Budget and Procurement)

BB-1 (Rev.) Formerly BB-1 and BB-2
Budget Schedule Amendment Sheet
B.P. Inv. R101 Report of Fixed Assets (annual)
B.P. Inv. R102 Report of Materials and Supplies (annual)
B.P. Inv. 6 Materials and Supplies Physical Inventory
(annual)

Budget Form
Nos. 1 thru 11 Budget Estimates Fiscal Year
BB-40 Request for Position Action

Others

Absence Reports (attendance records or
sign-in sheets)

Vendor's invoices
Expense sheets
Withholding statements
Photostat order slips
Bank Deposit books and slips
Reconciliation sheets
Trial balances
Adding machine tapes

Lucretia H. H. H.

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER
IS LATER, AND THEN DESTROY.

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11. ACCOUNTING RECORDS FOR WHICH DISPOSAL HAS BEEN PROVIDED BY A GENERAL RECORDS RETENTION SCHEDULE.

PAYROLL (Prior to July 1, 1953). The agency copy of this payroll form is to be retained for five years or until audited, whichever is later, and then destroyed. (General Schedule No. G-1, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL JOURNAL - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 1-d, approved by the Board of Public Works, January 11, 1954).

PAYROLL EXCEPTIONS, ADDITIONS AND DEDUCTIONS - The agency copy is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-2, Item 3-b, approved by the Board of Public Works, January 11, 1954).

PAY WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-3, Item 3, approved by the Board of Public Works, May 10, 1954).

RECEIVING WARRANTS - The agency copy is to be retained for three years or until audited, whichever is later, and then destroyed. (General Schedule No. G-4, Item 3, approved by the Board of Public Works, May 10, 1954).

TRANSMITTAL FORM E-1 or E- $\frac{1}{2}$ (Comptroller of the Treasury Form) is to be retained for three years or until audited, whichever is later and then destroyed. (General Schedule No. G-5, Item 3, approved by the Board of Public Works, May 10, 1954).

12. LEAVE RECORDS

Dates: 1935 - -

Quantity: 1 volume, 19 folders

This file includes the following records:

Employee record

Attendance sheets

Leave record card - Form SEC 128-A, a standard State-wide form, prepared annually for each employee

Leave applications

Doctors' certificates

RECOMMENDATION: RETAIN FOR THREE YEARS OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

Andrew H. H. H.

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13. MASTER AUTHORIZATION

This State-wide form of the Commissioner of Personnel is the authorization for entering the employee's name on the payroll or for making any changes in the pay rate. It also shows all pay deductions.

RECOMMENDATION: RETAIN WHILE EMPLOYED AND FOR THREE YEARS AFTER DATE OF SEPARATION, OR UNTIL AUDITED, WHICHEVER IS LATER, AND THEN DESTROY.

Andrew H. H. H.